

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1408     **TITLE:** SUPERVISING REAL ESTATE APPRAISER  
**GRADE:** S-29

**DEFINITION:**

Under limited supervision, plans, supervises and directs a unit/section with assigned responsibility for the appraisal of residential or non-residential real estate in the County; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the first level of supervision in the Real Estate Appraiser class series.

**ILLUSTRATIVE DUTIES:**

Participates in planning and scheduling all work activity for the appraisal section (e.g., land and improvement review, revenue forecasting activities, new construction, permits, zoning, appeals and Board of Equalization cases) to assist in completing the annual assessments program;  
Maintains logs and detailed records of all workload assignments;  
Monitors the accuracy and completeness of the real estate database and makes recommendations to improve the quality of data;  
Assists in developing the division's annual operating and training budgets;  
Provides analysis and documented support for trends in real estate market activity to assist in ongoing revenue forecasting;  
Supervises and reviews appraisals made by subordinate appraisers;  
Prepares detailed appraisal data in defense of contested assessments and testifies in Circuit Court as an expert witness;  
Trains new Real Estate Appraisers;  
Makes presentations to the Board of Equalization;  
Makes presentations to citizens/public groups and associations to advise of current trends in real estate assessments  
Under direction of Assistant Director, reviews administrative appeals;  
Under direction of Assistant Director, attends BOE meetings as county representative.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of local government tax assessment principles, practices and procedures in Virginia;  
Knowledge of the principles, laws and methods of real property appraisal for tax assessments purposes;  
Ability to review facts related to appeal cases;  
Ability to communicate effectively, both orally and in writing;  
Ability to maintain effective working relationship with County officials, staff and citizens;  
Ability to make on site inspections of real property.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with a  
Bachelor's degree in economics, business administration, real estate or a related field; PLUS  
Four years of increasingly responsible experience in the appraisal of real property for tax  
assessment purposes.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid motor vehicle driver's license.

REVISED:	July 10, 1995
REVISED:	December 16, 1982